

# Resident Assistant Employee Discipline Process

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The Housing and Residence Life Department follows all guidelines set by the Student Employment Office in accordance with the Student Employee Handbook. The role of the Resident Assistant is outlined in the Resident Assistant Contract and if performance or conduct is not in accordance with expectations the discipline process is as follows:

Discipline is primarily the responsibility of the supervisor. When performance of a RA is not up to the standards set in the RA Contract, Staff Expectations, the Student Code of Conduct, or local, state and federal laws, the RA will be verbally notified of their lack of performance and how it can be improved. If improvement is not shown in a reasonable amount of time, a written statement outlining the shortcomings will be given to the RA. If performance is still not acceptable the RA will be placed on probation with terms identified such as specific areas for improvement and expectations/timeline for improvement. If there are additional violations during the probationary period or the terms of probation are not adhered to the RA will be dismissed.

Upon receiving the report of alleged misconduct, the Housing and Residence Life Assistant Director Team fully investigates the case, including but not limited to; reviewing applicable documents, interviewing the parties involved, and consulting with the leadership of Housing and Residence Life. Each and every case of alleged misconduct is reviewed individually, however, we value being consistent to the policies and expectations set forth in the RA Contract. Housing and Residence Life and Grand Valley State University reserve the right, depending on severity of the situation and after investigation, to skip a verbal or written warning and put a staff member on probation or immediately dismiss staff.

If the issue is one of allegedly violating the Student Code of Conduct or any local, state, and federal laws, the RA will immediately be placed on administrative suspension. Administrative suspension removes the RA from their responsibilities and in some cases the RA is removed from their floor assignment to an alternative location. This suspension of duties remains in effect through proper due process procedures can be completed. Due process includes a formal investigation of the allegations of misconduct and proper processing through the university conduct process through the Dean of Students, if applicable.

## DISMISSAL

Employment may be terminated at any time by the University. However, the supervisor will make their expectations clear and give the RA ample opportunity to improve. The termination will be communicated both verbally and in writing along with the reasons for dismissal. The RA may appeal a dismissal for cause at Step 2 of the grievance procedure.

## GRIEVANCE/APPEAL PROCEDURE

An RA with a grievance/appeal shall first discuss the matter with his/her supervisor no later than five (5) working days from the date of the occurrence. (If the grievance involves a termination of employment, the RA will go directly to Step 2 below.) As used herein, working days are Monday through Friday irrespective of an individual's actual schedule. If the RA is not satisfied with the supervisor's response, he/she may file a formal grievance/appeal as follows:

In the event an RA feels unjustly treated with regard to termination or other employment related circumstances, that student should:

Step 1: Seek recourse directly with your supervisor. Be clear about the concerns and the desired outcome.

- Describe the incident in as much detail as possible; include date(s) of the event(s).
- How did you feel about what happened at the time and presently?
- What was not acceptable to you about that interaction or situation?
- What outcome would you like to have?
- What are you willing to do to create an outcome that you would prefer?

Step 2: If the grievance is not resolved in Step 1, the employee has five (5) working days in which to appeal in writing to the Associate Director of Residence Education. The Associate Director has ten (10) working days in which to schedule and hold a meeting with the RA and the supervisor. After the meeting is held, the Associate Director will communicate their answer in writing to the employee and the supervisor within five (5) working days.

Step 3: If the grievance is not resolved at Step 2, the employee has five (5) working days in which to appeal, in writing, to the Associate Vice Provost for Student Services & Director of Housing and Residence Life and Health Services. The Associate Vice Provost will communicate his/her decision in writing to the employee, supervisor, and the Associate Director within five (5) working days. The decision of the Associate Vice Provost shall be final.

All grievances shall be considered permanently settled if the employee does not file at the next step in accordance with the prescribed time limits or upon termination of student status. Time limits may be extended only by mutual consent.

At any time, for any reason, an RA Staff Member that is experiencing conflict or misunderstanding with a supervisor is encouraged to contact the Assistant Director for their community.

Confidentiality: As with all negotiations that raise to the level of intervention it is appropriate to keep the situation confidential. This includes not discussing or complaining about the situation to others outside of the situation and not having external discussions of the meetings or conversations while a mutually agreeable solution is being reached. This applies to all parties concerned.